

**THE MICHIGAN CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR
CORRECTIONS NONPROFESSIONAL SUPERVISORS EXAMINATION
FROM STATE EMPLOYEES ONLY**

NO. 4081

— A Written Test is Required —

**All persons offered employment in the classified service are required to submit to and pass a
preemployment drug test as a condition of employment.**

Applicants who pass the exam may be considered for **Assistant Resident Unit Supervisor 11, Corrections Security Inspector 13, Corrections Shift Supervisor 11-13, and Resident Unit Manager 13.**

Pay rate information can be found at <http://www.michigan.gov/mdcs/0,1607,7-147-54660---,00.html>

MINIMUM REQUIREMENTS

**Assistant Resident Unit
Supervisor 11**

Possession of an associate's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology; **OR**, Completion of 60 semester (90 term) college credit hours including 20 semester (30 term) credit hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.

AND

One year of experience as a Corrections Shift Supervisor 11, Resident Unit Officer E10, or Corrections Resident Representative E10; **OR**, One year of experience as a Clinical Social Worker P11 or Psychologist P11 in a correctional facility; **OR**, Two years of experience in security and/or treatment activities as a Corrections Officer E9, Corrections Medical Aide E9, Prison Counselor, Corrections Program Coordinator, or Special Alternative Incarceration Officer 9.

NOTE: Possession of a bachelor's degree in a required area listed above may be substituted for six months of Corrections Officer E9 experience.

**Corrections Security
Inspector 13**

One year of experience as a Corrections Shift Supervisor 12; **OR**, Two years of experience as a Corrections Shift Supervisor 11.

**Corrections Shift
Supervisor 11**

Two years of experience as a Corrections Officer, Corrections Medical Aide, or Special Alternative Incarceration Officer.

**Corrections Shift
Supervisor 12**

One year of experience as a Corrections Shift Supervisor 11 or an Assistant Resident Unit Supervisor 11; **OR**, Two years of experience as a Resident Unit Officer E10, Corrections Medical Aide 10, or Special Alternative Incarceration Officer E10; **OR**, Three years of experience as a Corrections Officer E9, Corrections Medical Aide E9, or Special Alternative Incarceration Officer 9.

**Corrections Shift
Supervisor 13**

One year of experience as a Corrections Shift Supervisor 12 or Corrections Investigator 12; **OR**, Two years of experience as a Corrections Shift Supervisor 11 or an Assistant Resident Unit Supervisor 11.

**Resident Unit
Manager 13**

Possession of a bachelor's degree

AND

One year of experience as an Assistant Resident Unit Supervisor 11, Corrections Program Coordinator P11, Corrections Shift Supervisor 12, Prison Counselor P11, or Parole/Probation Officer P11; **OR**, One year of experience as a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility; **OR**, Two years of experience as a Corrections Shift Supervisor 11; **OR**, Three years of experience as a Corrections Medical Aide 10, Corrections Resident Representative E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10.

WRITTEN EXAMINATION

The written examination is two hours and will test for the knowledge of supervision and employee relations.

EXAMINATION SCHEDULING

Two to three weeks before the examination date, applicants will receive an "Examination Admission Notice" letter with the date, time, and location for the examination. Applicants must be at the examination center at least 15 minutes before the examination time. Applicants unable to take the test on the scheduled date and time may write to the address listed in the "Examination Admission Notice" to reschedule the examination for a later date. Examinees may retake the written test only once every six months. The examination is currently offered on a weekday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

Applications must be received by the first work date of each month for processing for the next scheduled test. The test is administered statewide in March, June, September, and December (or as demands allow). You may apply by completing the Corrections Nonprofessional Supervisors (4081) application (CS-102_4081) attached to this announcement. You may also apply by completing the application on-line on our website at www.michigan.gov/mdcs, clicking "Employment Information," "General Information," "Examinations," and "Corrections Nonprofessional Supervisors Exam (# 4081);" and then submit it by United States mail, fax, or as an email attachment. Attach (if by email scan) to the application, photocopies of official college transcripts. This application may be US mailed, faxed, or emailed to following the addresses:

Michigan Civil Service Commission
Applicant Assessment Section
400 South Pine Street/P. O. Box 30002
Lansing, Michigan 48909
FAX (517) 241-5051
e-mail: MCSC-BHRS@michigan.gov

Please direct questions to any of the following Civil Service telephone numbers:

Lansing
(517) 373-3030
TTY (517) 335-0191

Outside of Lansing
Toll-free 1-800-788-1766

The State of Michigan is an Equal Opportunity Employer

State of Michigan
CIVIL SERVICE COMMISSION
400 South Pine Street, P.O. Box 30002, Lansing, MI 48909

CORRECTIONS NONPROFESSIONAL SUPERVISORS EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA																							
APPLICANT OR EMPLOYEE ID NUMBER <small>(Leave blank if you do not know your ID number)</small>	AREA CODE/PHONE NO. <small>(Between 8 a.m. and 5 p.m.)</small> <div style="text-align: center; margin-top: 10px;">() - </div>																						
APPLICANT'S NAME (LAST, FIRST, M.I.)																							
STREET ADDRESS																							
CITY	STATE	ZIP CODE																					
E-MAIL ADDRESS (if available)																							
CERTIFICATION: Complete the application and read carefully before submitting. <i>By submitting this application and any attachments, the applicant named above certifies to the Civil Service Commission that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																							
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:																							
<input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																							
RACE/ETHNIC/GENDER INFORMATION <small>Optional—for reporting purposes only</small> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td>WHITE</td> <td style="text-align: center;">1 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BLACK (AFRICAN AMERICAN)</td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AMERICAN INDIAN/ALASKAN NATIVE</td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>HISPANIC</td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ASIAN/PACIFIC ISLANDER</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>MULTIRACIAL</td> <td style="text-align: center;">6 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	ACCOMMODATIONS INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT. Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.	
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ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>																					
MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>																					
QUALIFICATIONS Check all the boxes below that apply to you. Attach the required documents for each box you check.																							
<input type="checkbox"/> I possess only the minimum experience requirements for one or more classifications covered by this exam.		You do not need to attach anything. We will review your state employment history.																					
<input type="checkbox"/> I possess an associate's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.		Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).																					
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